

STATE OF MAINE
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES

LAW CLERK – MAINE SUPREME JUDICIAL COURT

The State of Maine Judicial Branch is accepting applications for legal clerkship positions with the Maine Supreme Judicial Court. The Court has one or more openings in Augusta, Maine, for the 2015-2016 term, which runs from August 17, 2015, through August 12, 2016. The Court also has openings in an undetermined location (Portland, Augusta, or Bangor) for a position to begin in early 2015, which may or may not continue to the 2015-2016 term, and one or more positions for the 2015-2016 term.

The Maine Supreme Judicial Court is the State's highest court and its court of final appeal. It decides appeals on questions of law that arise in a wide variety of civil and criminal cases. The Court also has original jurisdiction in some matters and is the procedural rulemaking authority for all of the State's courts.

Law Clerk duties include, but are not limited to, the preparation of bench memoranda, legal research, and assistance with opinion drafting. Law Clerks work for the entire Court, but are assigned to work in the chambers of the individual justice who appoints the Law Clerk. Clerkships are full-time positions, and Law Clerks often must work extensive hours. Law Clerks may not engage in other employment.

Qualified candidates have a degree in law or expect to obtain a degree in law before the commencement of the clerkship term. Selection criteria include academic performance and class standing, journal experience or other significant research or writing experience, faculty and employer recommendations, and work ethic. Law Clerks are not required to have taken the Maine bar examination.

Salary: \$45,220.50 plus fringe benefits.

How to Apply: The application packet consists of the following documents:

- **Cover letter**
- **Résumé**
- **Law school transcript**
- **Writing sample:** The writing sample should be no longer than 10 pages double-spaced. Although it may be edited or critiqued by others, the sample should primarily reflect the applicant's own work.
- **Three letters of recommendation:** two from law school faculty and one stemming from summer 2014 work experience or other most recent work experience. The letters of recommendation may be sent separately and do not need to be addressed to each justice.
- You are also encouraged to complete and return with your application the Applicant Information Survey that is included with this posting. Successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

The application packet may be **emailed, in .pdf format**, to: Lawclerkrecruit@courts.maine.gov
or **mailed to:** Attn: Law Clerk Recruitment – Maine Supreme Judicial Court
Administrative Office of the Courts
P.O. Box 4820, 125 Presumpscot Street
Portland ME 04112-4820

Application Deadline: Applications will be accepted on a rolling basis until all positions are filled.

Inquiries may be directed to Crystal Bulges at Crystal.Bulges@courts.maine.gov or 207-822-4179.

The State of Maine Judicial Branch is an equal opportunity employer.